

Updated: 12-05-2005

Excel Column Key for NC-99002¹

Column	Header	Translation:	Data Format & Max Character Length:
A:	RECORD_CFN	Census File Number: Identification Number	Maximum of 10 Character ²
B:	RECORD_STORENUM	Store or Plant Number	Maximum of 12 Digits and must match character display in GIDS Surveyor exactly ³
C:	EIN_NUM	Nine digit tax payer identification number.	Maximum of 9 Digits
D:	RECORD_NAME1	Establishment Name	Maximum of 36 Characters
E:	RECORD_NAME2	Secondary Name	Maximum of 36 Characters
F:	ADDR_STREET	Street Address – Physical location	Maximum of 36 Characters
G:	ADDR_CITY	City, town, village, etc....	Maximum of 20 Characters
H:	ADDR_ST	State	Maximum of 2 Characters (abbreviation)
I:	ADDR_ZIP	Zip-code	Maximum of 9 Characters
J:	EMP_MAR12_TOT	Total Number of Employees(including March 12).	Maximum of 6 Digits

¹ Establishments that are not in the Census pre-listed data must be completed as form NC-99003. To transport the form (NC-99003) into the G.I.D.S. Surveyor please select Tools | add locations, highlight the form, enter the correct number of forms, and click on Add.

² For form NC-99002, fields should appear as pre-listed data within the exported Excel spreadsheet.

³ This number is the identifying characteristic for the import procedure.

K:	PAY_QTR1_TOT	First quarter payroll (in thousands of dollars)	Maximum of 7 Digits – Natural Number with no decimal or dollar sign
L:	PAY_ANN_TOT	Annual Payroll (in thousands of dollars)	Maximum of 7 Digits – Natural Number with no decimal or dollar sign
M:	RECORD_NAICS	NAICS Code – prelisted (do not complete for form NC-99003)	Maximum of 8 Characters ²
N:	NEW_OWNER_MAJOR_ACT	Major Activity	Maximum of 50 Characters
O:	OPSTAT_COS	Describe Operation Status at end of year (1=In operation, 3=Temporally or Seasonally Inactive, 4=Ceased Operation, 5=Sold or Leased to Another Operator, 6=Other)	Maximum of 1 Digit
P:	OPSTAT_DATE	Date of change in operational status	Maximum of 8 Characters in Custom mmddyyyy format
Q:	OPSTAT_WRTIN	Operational Status – written-in of other.	Maximum of 128 Characters
R:	NEW_OWNER_NAME	New Owner Name	Maximum of 36 Characters
S:	NEW_OWNER_ADDR_STREET	New Owner Street Address	Maximum of 36 Characters
T:	NEW_OWNER_ADDR_CITY	New Owner City	Maximum of 36 Characters
U:	NEW_OWNER_ADDR_ST	New Owner State	Maximum of 2 Characters (abbreviation)
V:	NEW_OWNER_ADDR_ZIP	New Owner Zip Code	Maximum of 9 Characters
W:	*ADD_DATE_OPEN	Date Establishment Opened (or is expected to open)	Maximum of 8 Characters in Custom

² For form NC-99002, fields should appear as pre-listed data within the exported Excel spreadsheet.

mmdyyy format⁴

X:	*ADD_MAJOR_ACT_CODE	Enter Code from Major Activities List	Maximum of 2 Characters
Y:	*ADD_SELFDSG_WRTIN	Principle Products	Maximum of 128 Characters
Z:	*PREV_OWNER_RECORD_NAME	Previous Owner's Name	Maximum of 36 Characters
AA:	*PREV_OWNER_ADDR_STREET	Previous Owner's Street Address	Maximum of 36 Characters
AB:	*PREV_OWNER_ADDR_CITY	Previous Owner's City	Maximum of 12 Characters
AC:	*PREV_OWNER_ADDR_ST	Previous Owner's State	Maximum of 2 Characters (abbreviation)
AD:	*PREV_OWNER_ADDR_ZIP	Previous Owner's Zip Code	Maximum of 9 Characters
AE:	*PREV_OWNER_DATE	Date Acquired	Maximum of 6 Characters in Custom mmyyyy format
AF:	CENSUS_REMARKS	Additional Remarks Made by Respondent	Maximum 128 Characters

*Columns only for the NC-99003 form.

**For additional information in regards to field requirements please call 1-800-233-6136.
Please direct technical and software questions to 1-800-838-2640.**

⁴Data requirements are applicable for form NC-99003.